

SHREWSBURY PUBLIC LIBRARY MEETING ROOM USE POLICY

The Shrewsbury Public Library offers two rooms for use by community groups or associations for educational, informational, cultural, intellectual or charitable purposes. Use of Library facilities is not for commercial purposes.

There is one large meeting room available on the top floor, which accommodates 125 people.

There is a smaller meeting room on the mezzanine level which accommodates 35 people

Regulations for Meeting Room use

Requests for use of a meeting room are made by completing the Application for Meeting Room Use form and submitting it to the Library Director or Head of Circulation. Within 3 days, the signatory on the form will be notified if use of the room has been confirmed or denied.

A signature on the Application for Meeting Room Use form constitutes understanding and agreement with the following regulations:

1. The signatory on the application form must attend the meeting and assure that regulations are followed.
2. All meetings are open to the public.
3. There is no fee for the use of the room, and groups using the room may not charge admission or collect any fees. Donations to the Friends of the Library are always welcomed in lieu of fees.
4. Goods or materials may not be sold or advertised at the meeting without express permission of the Board of Library Trustees.
5. Any notice, poster or literature used before or during the meeting room must note that such materials do not represent the views or opinions of the Shrewsbury Public Library or the Board of Library Trustees.
6. Permission for use of the room will be granted to adults only.
7. No one under sixteen (16) years of age will be allowed access to a meeting room until a supervising adult arrives.
8. The room may be reserved up to a year in advance, but no less than seven (7) days prior to a scheduled program or meeting.
9. Only three reservations may be made at one time. Additional reservations can be made only after the applicant's last scheduled meeting.
10. Only one booking is allowed per month.

11. Bookings will be approved in order of receipt.
12. The meeting room must be vacated before 8:45 PM when the library closes at 9:00 p.m. If a group wishes to use a meeting room after library hours, they must make **prior** arrangements with the Library Director, at least one week in advance of the program. An After Hours Meeting Room Use Request Form must be completed and submitted to the Library Director. Such use is dependent upon staffing availability. A fee of \$30 per hour is charged, with a minimum charge of \$60. Payment of this fee is due before the meeting begins.
13. If a meeting begins before the library is open, a group member must monitor the entrance door to allow access for group participants. Library staff cannot perform this duty.
14. The size of the group must not exceed the room capacities cited above.
15. Children should be monitored by adult group members and any pick up of children should be supervised by adult group members.
16. Light refreshments may be served, but to avoid staining of rugs, no dark colored juices are allowed.
17. Use of the kitchen cannot conflict with staff meal breaks, from 12 noon to 2:00 p.m. and 4:00 to 5:00 p.m. The staff kitchen is unavailable to groups at these times. Please plan accordingly.
18. Smoking and alcoholic beverages are prohibited at all times.
19. Groups are responsible for leaving the room in a clean and neat condition.
20. Please notify the library of any cancellations; so that we might free the room for other groups and answer questions if participants show up for a cancelled meeting.
21. Reservations for meetings in a series are exceptional and require the approval of the Library Director and the Library Board of Trustees. Such reservations will be accepted with a limit of one year at a time.
22. Meeting rooms will not be available if the library is closed due to inclement weather or emergency conditions. Notification of such closing may not always be possible.
23. The Library and the Town of Shrewsbury will not be held responsible for the loss of or damage to personal property of group members while on the premises.
24. The Library reserves the right to revoke or refuse permission to use the meeting room. Factors including, but not limited to, the possibility that a proposed meeting or event will be disruptive to library services and programs, impede library staff or patrons, or endanger the library building or collections will result in rejection of the meeting room use application. The final determination rests with the Library Board of Trustees.

OVERFLOW PARKING ARRANGEMENTS

The First Congregational Church of Shrewsbury the Shrewsbury Public Library have a cooperative parking arrangement that allows overflow parking for library functions at the church lot, and church service overflow on Sundays at the Library lot.

In order to support this cooperative arrangement, we ask that participants using our meeting rooms adhere to the following guidelines.

1. Comply with the signs that are posted at the entrance to the church lot.
 - a. If the posted sign indicates that library parking is allowed today, you may park in the lot, but please be sure to park in the space around the perimeter of the lot that are closest to the cemetery building and the cemetery. Please do not park close to the church or in the spaces in the middle of the lot.
 - b. If the posted sign indicates that a church function is taking place in the lot, **DO NOT USE THE CHURCH LOT FOR OVERFLOW PARKING**

Your respectful adherence to these guidelines will help the both institutions address the parking needs of all their users. We thank you for your cooperation.

Shrewsbury Public Library
Application for Meeting Room Use

Application Date _____

Name of Organization of Group; _____

Reservation Date: _____ Start Time _____ End Time _____ *

**If group wishes to conclude meeting after library hours, they must receive advance approval from Library Director, and there is a fee associated with such use. Please refer to full regulations*

Purpose or Function of Meeting: _____

Number of People expected to attend _____

Room Arrangement:

Audiovisual Equipment:

Conference Style: _____

VCR/DVD Player: _____

Auditorium Style _____

Screen: _____

Tables needed: _____

Cassette Player: _____

Number of Tables Needed: _____

Overhead Projector _____

Refreshments being served: _____ *

**Please note, no dark juices allowed*

Applicants Name (printed) : _____

Applicants Signature: _____

Address: _____

Home Phone Number: _____ Business Phone Number: _____

Email: _____

Please do not write below this line. Thank you.



Staff Accepting Application: _____

Confirmation Date _____ Notified by: _____

Shrewsbury Public Library After Hours Meeting Room Use Request Form and Procedures Guide

1. The group or association wishing to use a meeting after the library has closed must first have filed an Application for Meeting Room Use Form with the Library Director.
2. The signatory of the Facilities Use Application Form must meet with the Library Director well in advance of the group's scheduled meeting to review special requirements of after hours library use.
3. The signatory must attend the meeting and be responsible for assuring that all Facilities Use Policy regulations are followed during the period the group is in the building.
4. The following ideas will be reviewed with the group signatory.
 - a. Areas of the library that are off limits to the group
 - b. Means of entry and egress during meeting . ***Please note, during a fire or other catastrophe the emergency exits are operable.***
 - c. All rules and regulations listed in the Facilities Use Policy apply to after hours use.
 - d. Communication and cooperation with Library Staff assigned to monitor after hours meeting room use.
5. After hours use of the Library Meeting Rooms is offered to groups or associations, within the limits of the Facilities Use Policy, who are able to provide adequate supervision and adhere to the security requirements set above. If a group is unable to meet these requirements they will be limited to facilities use only when the library is open.

I have read the Meeting Room Use Policy and understand the guidelines for use of a Library meeting room after regular hours, and I agree to assume responsibility for seeing that these regulations are followed and that payment for such use is paid in full before the meeting.

Signature: _____

Date: _____

Name Printed: _____

Phone # : _____